Project Management Time Well Spent

Presenters

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West Virginia Code §5A-6-4

- Authorizes the Chief Technology Officer (CTO) oversight authority on agency information technology (IT) projects

- Establishes the Project Management Office (PMO) within the West Virginia Office of Technology (WVOT)

- Authorizes the PMO to provide project management on major IT projects*

*Major Information Technology Project means any information technology project estimated to cost more than $100,000 or require more than 300 man hours to complete.

WVOT EPMO Mission

- Establish a methodology for managing IT projects throughout the entire project life cycle
- Provide support and leadership across state government by establishing standards for IT projects and training of agency project managers
- Provide oversight for state IT projects by ensuring compliance with state-wide strategic plan
- Issue standards for IT projects
- Develop and deliver training to agency project managers

Carrying Out the Mission

- Apply standards and establish a methodology that is based on PMBOK

- Present project concept(s) to the WVOT Project Steering Committee for review

- Work with agencies and vendors on technology projects to ensure that project objectives are achieved

- Provide oversight by monitoring the implementation of information management and IT plans and periodically report findings to CTO

Primavera - Project Management Tool

- Primavera will assist us in managing the entire project lifecycle, including projects of all sizes
- Benefits
  - Optimize resources utilization
  - Reduce costs
  - Manage changes
  - Meet delivery dates
  - Ultimately make better decisions
  - Centralized repository

What is Project Management?

- Project management is the application of knowledge, skills, tools, and a standardized process of organizing and planning project activities to meet project requirements. (WVOT EPMO adapted definition)
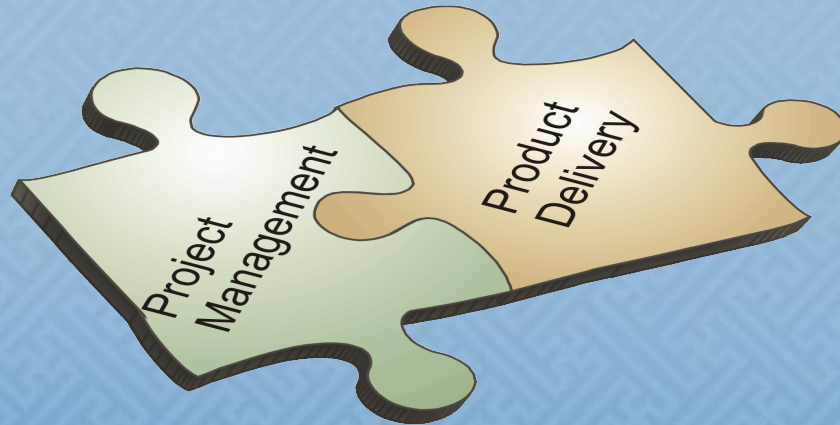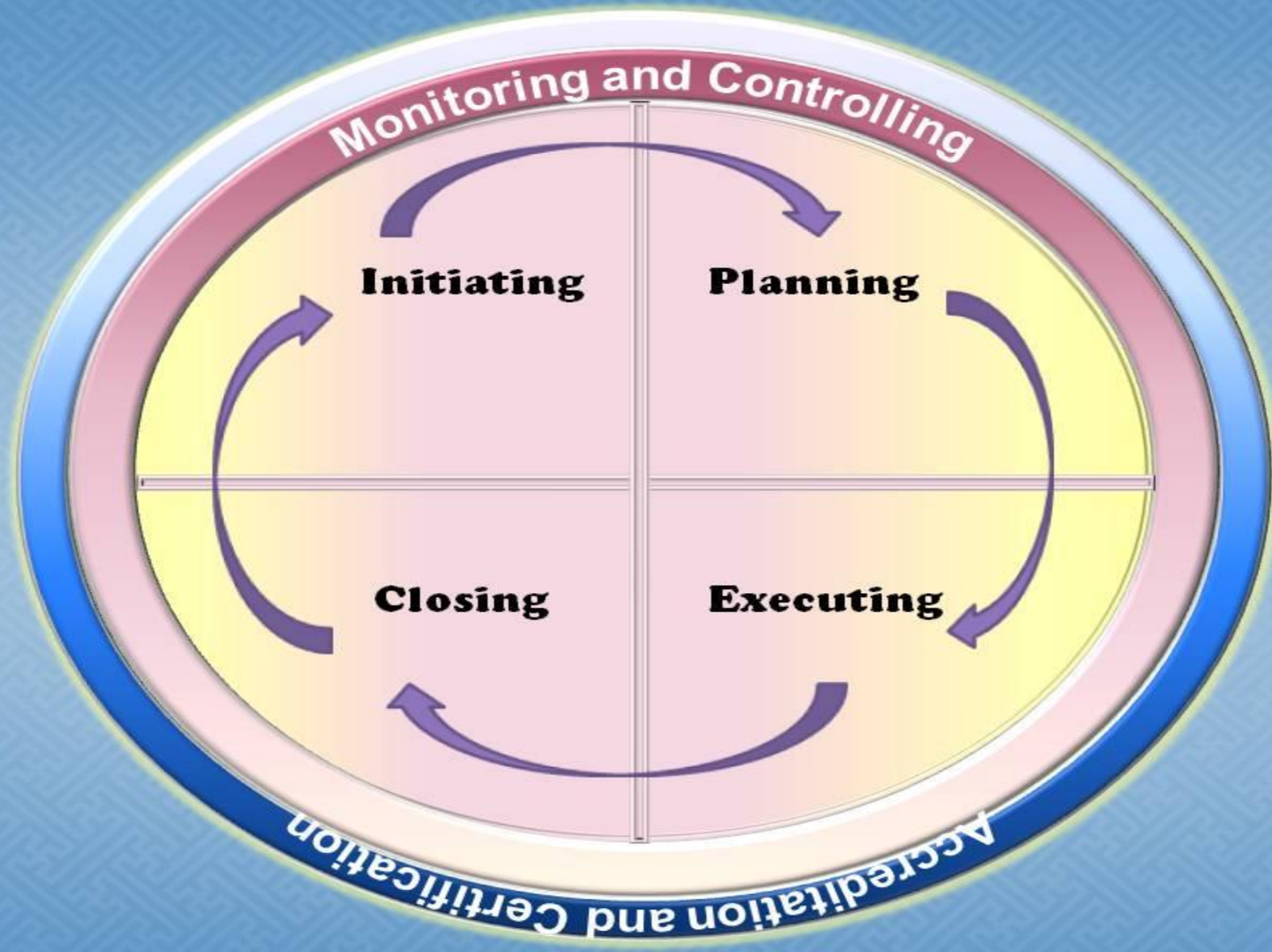
What is a Project?

- "A project is an endeavor undertaken to meet specific goals and objectives that has a defined schedule and follows the project life cycle."

Project Life Cycle

Project Life Cycle

- **Initiating**
  - Identify and authorize a new project or a new phase of an existing project
- **Planning**
  - Establish the scope, define objectives, gather requirements, and determine the actions to complete the project
- **Executing**
  - complete the tasks to achieve project objectives according to scope and budget
- **Monitoring and Controlling**
  - track, review, report, and regulate the progress of the project within each cycle. One must also identify changes to the plan and initiate a change control process
- **Certification & Accreditation**
  - Audit the quality of deliverables and measure results against project requirements to ensure project objectives are met while demonstrating compliance with project standards
- **Closing**
  - ensure all tasks are complete; develop a plan for on-going maintenance, and conduct a post project review

Initiating a Project

- Complete the Project Concept Form
- Present the concept to the WVOT Project Steering Committee, in many cases the sponsor is invited to present their concept
- Determine, at a high level, project budget, schedule and scope
- Identify stakeholders
- WVOT EPMO will notify the sponsor of the WVOT Project Steering Committee's decision. Normally, the response is within 30 days of submitting a Project Concept Form
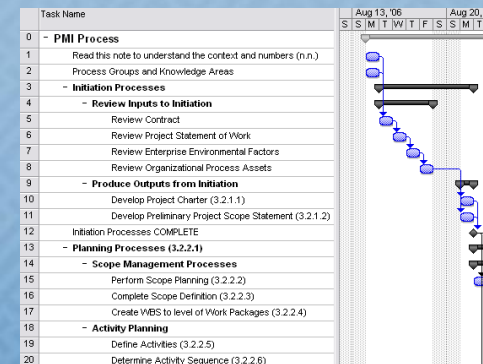- Certification & Accreditation

Project Concept Form

- General Information
  - Date Submitted, Sponsor, Contact Name, Contact Number, etc.
- Background and Objectives
- Project Objectives
- Project Drivers
- Organization Scope
- Funding Sources
- Acquisition/Support Plans
- Return On Investment (ROI)

Planning a Project

- Create a Statement of Work (SOW)

- Assemble the project team

- Prepare a project plan (budget, schedule, change, issues, risks, communication and quality plans)

- Prepare requirements specifications

- Certification & Accreditation

	Task Name	Aug 13, '06	Aug 20,
		S S M T W T F S S M T	
0	− PMI Process		
1	Read this note to understand the context and numbers (n.n.)		
2	Process Groups and Knowledge Areas		
3	− Initiation Processes		
4	− Review Inputs to Initiation		
5	Review Contract		
6	Review Project Statement of Work		
7	Review Enterprise Environmental Factors		
8	Review Organizational Process Assets		
9	− Produce Outputs from Initiation		
10	Develop Project Charter (3.2.1.1)		
11	Develop Preliminary Project Scope Statement (3.2.1.2)		
12	Initiation Processes COMPLETE		
13	− Planning Processes (3.2.2.1)		
14	− Scope Management Processes		
15	Perform Scope Planning (3.2.2.2)		
16	Complete Scope Definition (3.2.2.3)		
17	Create WBS to level of Work Packages (3.2.2.4)		
18	− Activity Planning		
19	Define Activities (3.2.2.5)		
20	Determine Activity Sequence (3.2.2.6)		

Executing a Project

- Manage the following according to the project plan and report on the following items:
    - Budget
    - Scope
    - Change
    - Issues
    - Risks
    - Quality
- Develop, acquire, or provide services to meet the project objectives and requirements
- Certification & Accreditation

Monitoring and Controlling a Project

- Project Status reporting to Sponsors and the WVOT Project Steering Committee
- Hold Project Team Meetings
- Monitor and Control the following according to the project plan
  - Budget
  - Scope
  - Change
  - Issues
  - Risks
- Certification & Accreditation

Certification & Accreditation a Project

- Determine if requirements have been met
- Testing complete w. certification
- Security and Controls certification complete
- Documentation complete
- Plans established and implemented
  - Maintenance
  - Data backup and recovery
  - Data archiving
- Verify customer acceptance is complete

Closing a Project

- Perform post project review
- Develop an ongoing maintenance plan
- Transition to maintenance
- Deliver documentation to maintenance team and project sponsor
- Complete the closeout checklist
- Certification & Accreditation

Is It Soup Yet?

START

Project Close-Out Checklist

- ✓ Functional Requirements Met
    - (reports, screens, forms, performance requirements, etc.)
- ✓ Technical Requirements Met
- ✓ Testing Complete w/Certification & Accreditation
- ✓ Security and Controls Certification Complete
- ✓ Documentation Complete
- ✓ Training Complete (End-user, Service Desk, Developers, DBA's, etc.)
- ✓ Knowledge Transfer Demonstrated
- ✓ Maintenance Plans Established
- ✓ Support Agreements Implemented
- ✓ Account Authorization and Management Procedures
- ✓ Data Backup and Recovery
- ✓ Data Archiving Plan
- ✓ Licensing Agreements Complete
- ✓ Statement of Work Requirements Achieved
- ✓ Customer Formal Acceptance Complete (Customer Sign-Off)
- ✓ Other Checklist Items _____

Is this Project Complete?

NO → Continue the project → PROJECT

YES → Transition to maintenance → MAINTENANCE

Questions